

MANAGEMENT MEMO

NUMBER:

MM 05-14

SUBJECT:

PROCEDURES FOR ENERGY MANAGEMENT IN STATE BUILDINGS DURING NORMAL OPERATIONS AND ELECTRICAL EMERGENCIES

DATE ISSUED:

August 16, 2005

EXPIRES:

Until superseded

REFERENCES:

Executive Order S-12-04

Executive Order D-15-00

Supersedes Management Memo 04-11 Issued May 12, 2004

ISSUING AGENCY:

DEPARTMENT OF GENERAL SERVICES

About this Management Memo

This Management Memo provides information about efficient energy management in state buildings during normal operations and actions state agencies should take during electrical emergencies.

This memo replaces MM 04-11, which expired on May 12, 2005. There are minor procedural changes; the main changes are in the formatting of some of the documents.

Procedures for Electrical Emergencies

The table below contains links to documents that provide detailed instructions on controlling energy usage. The energy management practices of all state agencies should conform to these procedures.

Emergency Status	Link to Procedures
No emergency	Standard Operations
Stage 1 Electrical Emergency	Curtailment Measures
Stage 2 Electrical Emergency	
Stage 3 Electrical Emergency	
Rotating Outage or Blackout	Safety Tips During Outages and Blackouts Emergency Preparedness

State agencies should print a copy of these procedures and incorporate them in departmental Emergency Plans in order to be prepared for an electrical emergency.

Exception

Some departments may need to employ conservation measures that are more or less restrictive, based on operational needs. Department energy management personnel must communicate department-specific instructions to the appropriate staff.

Continued on next page

Background

Federal law requires that the California Independent System Operator (CAISO) maintain a specified level of energy reserves available to the electrical grid at all times. When reserves reach dangerously low levels because electrical demand is high, the CAISO may declare a Stage 1 Electrical Emergency to bring about a reduction in demand. The CAISO escalates the emergency to Stage 2 and then Stage 3 if curtailment measures do not successfully reduce demand. Finally, the CAISO may use rotating outages to balance the demand for electricity to the available supply.

The Emergency Preparedness Manager in the Department of General Services/Office of Risk and Insurance Management (DGS/ORIM) will alert departments, universities, and community colleges when the CAISO declares an Electrical Emergency.

**Emergency
Communication**

The DGS Emergency Preparedness Manager will use E-mail and an automated telephone message system to reach Primary Contacts (Energy Management Teams), whose names and phone numbers/e-mail addresses departments have submitted to the DGS/ORIM.

Only the DGS Emergency Preparedness Manager will issue the triggering notice to implement the Stage 1-3 curtailment measures defined in this memo. Other information sources such as the CAISO and local utility websites may issue warnings; however, the DGS Emergency Preparedness Manager must substantiate these notifications before state agencies initiate curtailment measures.

The DGS/ORIM periodically conducts tests of its notification system. The test message also contains information on how to change Primary Contact information. Questions about the notification process should be directed to DGSEnergyInfo@dgs.ca.gov.

**Related
Information**

DGS California Energy Alert

- <http://www.energy.dgs.ca.gov/default.htm>

Department of Personnel Administration

- [Employee Leave and Safety during Rolling Blackouts](#),
January 23, 2001
- [Appropriate Attire during Summer Months](#),
May 18, 2001

Continued on next page

STATE ADMINISTRATIVE MANUAL

Contact Information

We hope that these recommendations will assist you in using energy efficiently. Our goal is to ensure that proactive safety and energy reduction measures will create a safe environment for our employees and customers working in State buildings when electrical emergencies occur. We encourage you to work closely with your building manager to effectively implement these procedures. Please direct questions to:

Mike Langley
Energy Management Contact
DGS Green Team
(916) 375-5991
Mike.Langley@dgs.ca.gov

Signature

Original signed by Ron Joseph, Director

Ron Joseph
Director

Attachments: